



ARCHITECTURE & ENGINEERING UTILIZATION REPORT



☐ MONTHLY REPORT (PARTS 1A & 1B)

☐ FINAL REPORT (PARTS 1A, 2 & 3)

PARTS 1A & 1B

This part is to be completed by the Prime Consultant and forwarded to the User Department

This report is required by Metropolitan Dade County. Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder, in addition to pursuing any other available legal remedy. Sanctions may include the suspension of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC. Pursuant to Florida Statutes (F.S.) 837.06, whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of their official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 755.082, F.S. 755.083 and F.S. 755.084.

A	REPORTING PERIOD		PROJECT NAME		PROJECT NO.	
	FROM:		PROJECT LOCATION		NTP DATE	
	TO:		USER DEPARTMENT			
		USER DEPT. PROJ. MANAGER		PHONE		FACSIMILE
AMOUNT REQUISITIONED THIS PERIOD			AMOUNT REQUISITIONED TO DATE		AMOUNT PAID TO DATE	
AMOUNT SUBS REQUISITIONED THIS PERIOD			AMOUNT SUBS REQUISITIONED TO DATE		AMOUNT PAID TO SUBS TO DATE	
PRIME CONTRACTOR			CONTRACT AWARD		CHANGE ORDER MODIFICATION AMOUNT	ADDITIONAL SERVICES AMOUNT
			DATE	AGREEMENT AMOUNT		
NAME OF FIRM						
ADDRESS				SCHEDULE COMPLETION DATE		PERCENTAGE OF CONTRACT COMPLETED
TELEPHONE			FACSIMILE	PROJECT MANAGER (PRIME CONTR.)		

B	SUBCONSULTANTS							
	NAME OF SUBCONSULTANT	AGREEMENT AMOUNT	DESCRIPTION OF WORK	GOAL (IF APPLICABLE) %	\$ AMOUNT SUB REQUISITIONED THIS PERIOD	AMOUNT PAID TO SUB TO DATE	ACTUAL STARTING DATE	SCHEDULED COMPLETION DATE
_____ AUTHORIZED SIGNATURE OF PRIME CONTRACTOR		_____ PRINT NAME		_____ TITLE		_____ DATE		

COUNTY USE

This part is to be completed by the User Department and forwarded to DBD upon approval.

_____ AUTHORIZED SIGNATURE OF PROJECT MANAGER	_____ PRINT NAME	_____ DATE
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IMPORTANT: FOR THE MONTHLY REPORT, COMPLETE FRONT PAGE ONLY. FOR THE FINAL REPORT, COMPLETE FRONT AND BACK PAGES.

ARCHITECTURE & ENGINEERING UTILIZATION REPORT - FINAL ONLY

PART 2

This part is to be completed by the Subconsultants and forwarded to the Prime Consultant.

[illegible]

PART 3

This part is to be executed by the Prime Consultant and forwarded to the User Department.

SIGNATURE OF AFFIANT (PRIME CONSULTANT)

TITLE

Sworn before me:

This day of , 2002

PRINTED NAME OF AFFIANT

DATE _____

NOTARY PUBLIC

COUNTY USE

This part is to be completed by the User Department and forwarded with Final Requisition to DBD.

AUTHORIZED SIGNATURE OF PROJECT MANAGER

PRINT NAME _____

DATE _____

IMPORTANT: FOR THE MONTHLY REPORT, COMPLETE FRONT PAGE ONLY. FOR THE FINAL REPORT, COMPLETE FRONT AND BACK PAGES.